

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Henry Darwin
Sent: Wed 6/7/2017 11:04:33 PM
Subject: Re: Immediate Action Required: Report for Fingerprinting

Next week sounds great. Let me know a day and time and I will make myself available.
Henry

On Tue, Jun 6, 2017 at 9:06 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

That's fine. I want to ensure you are ok with an announcement at the appropriate time. I seems like the closer we get to the time the better.

On the reorganization side, let's set up a time next week so you know where we are and why our timeline is. Per the executive order we have to submit a reorganization plan by the end of September for public comment. But we are also moving forward with ideas internally and with a few other departments to streamline joint work. I think it's necessary to plug you into that as soon as possible.

Thanks again.

Ryan.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On Jun 6, 2017, at 4:32 PM, Henry Darwin <Ex. 6 - Personal Privacy> wrote:

Thanks Ryan. Looking forward to a discussion about the reorganization plans. I have a few ideas that could make our process improvement journey easier. As for the start date, I was hoping to push it back just one week to July 10. I have a few issues here that I need to wrap up, and figured I wouldn't be able to get much done the 4th of July week anyways. I hope that's OK.

What are your plans for an announcement? I would like to let the Governor and and my colleagues know, but don't want to get out in front of your plans if you have any. I usually shy away from publicity, but I really think my background and the what Administrator is bringing me on to do could benefit the agency and what we plan to accomplish.

Thanks

Henry

On Fri, Jun 2, 2017 at 4:37 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I'm looking forward to it as well. Is July 3 still good? We received the routine but important final word from Presidential Personnel about your approval a couple of days ago so there's literally no more process involved here. We are ready to have you start. I appreciate the offer on working in advance. What I may do is have a call with you with Byron Brown to bring you up to speed on what we've been doing reorganization-wise so you know what generally we have to submit to OMB by the end of June. However, that's a very preliminary report on how we gather information. I'm eager to bring you up to speed on timelines for reorganization requirements. We do have some end of summer deadlines which will require some meetings with the Administrator and your expertise on how to best conduct this.

Looking forward to it.

Ryan.

From: Henry Darwin [mailto:Ex. 6 - Personal Privacy]
Sent: Thursday, June 1, 2017 3:52 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>

Subject: Re: Immediate Action Required: Report for Fingerprinting

Hey Ryan. Just checking in. Wanted to let you know that I'm still really excited about joining the team. Is there anything you'd like for me to be working on in advance? Nothing confidential of course, but wanted to let you know that I'm willing.

I hope all is well.

Henry

On Sat, May 20, 2017 at 1:54 PM, Jackson, Ryan <jackson.ryan@epa.gov>

wrote:

Perfect. Let's work toward that.

Much appreciated and looking forward to this.

From: Henry Darwin [mailto:Ex. 6 - Personal Privacy]
Sent: Friday, May 19, 2017 5:19 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Munoz, Charles <munoz.charles@epa.gov>
Subject: Re: Immediate Action Required: Report for Fingerprinting

I know you are as anxious as I am to get to work, but I have a lot to wrap up here both professionally and personally. How about July 3?

Thanks

Henry

On Fri, May 19, 2017 at 2:07 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Which raises an important question. When do you think you can start?

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

On May 19, 2017, at 4:47 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Of course. I think this is definitely something we can do when you arrive here. This is a routine thing and something I did after I arrived. Charles, can you help clear this up?

Ryan Jackson

Chief of Staff

U.S. EPA

Ex. 6 - Personal Privacy

On May 19, 2017, at 4:36 PM, Henry Darwin

Ex. 6 - Personal Privacy wrote:

Ryan:

Sorry to bother you with this, but I'm assuming this is something I can take care of when I arrive in D.C. If not, we are going to need to find another arrangement as the closest EPA badge office is over 300 miles from me.

Thanks

Henry

----- Forwarded message -----

From: <personnel_security@epa.gov>

Date: Fri, May 19, 2017 at 11:42 AM

Subject: Immediate Action Required: Report for Fingerprinting

To: Ex. 6 - Personal Privacy

Cc: BELLEROSE.WILLIAM@epa.gov,
MYERS.KEVIN@epa.gov,

LESPERANCE.TWANNA@epa.gov,
GOLDRING.SHARQUITA@epa.gov

Dear HENRY R DARWIN:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). To keep the appointment process moving ahead, you must **report to an EPA badge office immediately or as soon as possible** to be fingerprinted and enrolled for an EPA badge. Your offer of employment is pending this action. Timeliness is essential because the EPA must receive favorable fingerprint results before you can be assigned a date to begin work. **Any delay in reporting to the badge office will affect your start date and jeopardize your ability to occupy the position.**

Homeland Security Presidential Directive 12 (HSPD-12) requires that all eligible personnel working for or on behalf of the federal government be issued a smart card identification badge, which at the EPA is called an EPA Personnel Access and Security System (EPASS) badge. An EPASS badge has been requested on your behalf.

Before the badge can be created for you, you must go through the federally mandated ID proofing and enrollment process, which takes 10 to 15 minutes. At the badge office, we will:

- **Ask to see two forms of identification.** At least one must be a valid, original, unexpired state or federal government-issued photo ID, such as a driver's license or passport. For acceptable IDs, please refer to the "[Acceptable Identity Source Documents](#)" page.
- Scan and verify your two forms of identification.
- Collect a set of your fingerprints, which will be used to check criminal history records of the Federal Bureau of Investigation (FBI). Please Note: Procedures for obtaining changes, corrections or updates to an FBI identification record are set forth in Title 28, CFR, 16.34.
- Take a photograph.

Remember, you cannot be assigned a start date until you have reported to an EPA badge office to be fingerprinted, and the EPA has received favorable fingerprint results.

The EPA has badge offices nationwide. You can visit any badge office to be fingerprinted. If the badge office recommended in this email is not near you, please find a convenient location on the list of [EPA Badge Office Locations](#). If you need to schedule an appointment, or if you have questions about badge office locations or hours of operation, please call your area badge office at the listed number.

Please visit an EPA badge office. In Washington D.C., go to the **William Jefferson Clinton Federal Building-East** (1201 Constitution Avenue NW, Washington, DC, near 12th Street), room B317 (basement), which is open **Monday through Thursday** from 8 a.m. to 4 p.m. and **Fridays** from 8 a.m. to 1 p.m. Closed Weekends and Federal Holidays. The phone number is [\(202\) 564-2206](#).

For more information, call the person listed below:

- MYERS, KEVIN-[2025641500](#)

Please bring a copy of this email with you.

Sincerely,

The EPA Personnel Security Branch